

APPROVED MINUTES

Adult Education Advisory Committee

October 12, 2005

Utah State Office of Education

Room 241 - 10:00 a.m. - 1:00 p.m.

Present: James Andersen, Mary Ann Parkinson, Don Uchida, Wayne Mifflin, Cindy Krueger, Nate Southerland, Edwin Espinel, Norman Nakamura, Jared Haines, Herb Clark, Suzette Hudson, and Hector Mendiola

Excused: Edie Mitko and Paula Oakey

Guests: David Frost (Granite School District), Sue Myers (Weber School District), and Claudia Thorum (Granite School District)

Utah State Office of Education Staff:

Jeff Galli, Sandi Grant, Marty Kelly, Shauna South and Carolyn Johnson (Secretary)

Welcome:

James welcomed everyone in attendance and went around the table for members to introduce themselves and indicate who they represented.

Approval of Minutes

The minutes of September 14, 2005 were reviewed and required some clarification under UBSCT and word changes under Grant Information to read: Registration does not have to go through the Utah State Office of Education. Cindy Krueger moved to accept them with the changes and Nate Southerland seconded the motion. Minutes were approved as corrected.

Top 20 Questions in Adult Education

James addressed the "Adult Education Questions" from the districts, and stressed the importance of obtaining uniform answers for them. He indicated the reason for this process was due to directors in the field receiving inconsistent answers from the State Office. At the suggestion of having a subcommittee review the list of questions, Marty responded that she would have her staff categorize them by subject, and have answers prepared by the Directors/Coordinators' Meeting on December 7th for review.

A concern was expressed for the need of practitioners, (and their insight) to be involved in the answer process. After considerable discussion the following suggestions were made:

- Start the process at the State Office level to answer the questions.
- Email the answers to the Adult Education Advisory Committee for their input.
- Email the answers to the Directors and Coordinators for their input.
- Review the various input and answers at the December 7th meeting and proceed from there.

Nate Southerland suggested that when writing answers, it would be helpful to have a statement of principle followed by a statement of policy.

Comment was made that some USOE specialists had additional questions which were not included on the handout, and James indicated he would like to see them.

Social Security Numbers (Not on the Agenda)

A question was raised referencing an email requesting a list of student and teacher social security numbers from directors and coordinators. The following reasons for the request were highlighted:

- Student social security numbers are used for data match with DWS and Higher Education. The data match is part of the required reporting areas of the NRS.
 - They are used for correlation of data such as who is going on to higher education, what programs they are enrolled in, and who is obtaining employment or seeking DWS services.
 - Teachers' social security numbers disclose those who may have a suspended license or no license at all.
 - A review of licenses is also needed to ascertain if there is a commonality among adult educators.
- Discussion also centered around various problems of obtaining student social security numbers, how to determine the veracity of them, and using other identifying numbers for student data. It was emphasized these lists still need to be turned in to the State, and the social security numbers will be taken at "face-value."

Marty indicated we are still getting directions from the Office of Adult Education in Washington and "we will give more as we know more."

Suggested Revisions for the By-Laws

Marty reviewed two versions of the Adult Education Advisory Council By-Laws and took the liberty to go through and make suggestions for possible changes and incorporations as follows:

- Under **Membership Section** page 2, added the position **Utah Education Network**. (Suggested to list Nate Southerland as the Utah Education Network person.)
- Leave **At Large** for another member of the Board
- Under **Membership Appointment** (B1) changed the count from 18 to 19 members
- Under **Membership Appointment** (B2) the Board made an addition to read: "Replacement of vacancy will be for the balance of members' original term."
- Under **Article IV**, added a new **Section 2** to read: "Terms will commence in January and end in December of respective position year."
- Under **Article IV, Section 4** made an addition to read: "Vacancies will be posted on the Utah State Office of Education website for a minimum of two weeks. Members whose terms are expiring but are interested in retaining a position on the committee will be asked to submit a letter of such intent."
- Renumbering of Articles due to additions and changes.

Marty indicated she had changed By-Law points that were glaring at her, and expressed her desire for the changes and additions to provide more clarity and alleviate any confusion. After considerable discussion some additional issues were addressed and made clearer.

- Any member who chooses to continue to serve on the Advisory Council should submit a letter of intent three months prior to their expiration date as a courtesy to the Board.
- The letters need to be submitted by September due to the three months it takes for Board approval. (James indicated an email should be sent to anyone that needs to reapply.)
- The Chair is supposed to remain on the Board as Past-Chair for the next year.
- In voting, (if there is a tie) the Chair who normally does not vote is the tie-breaker. (Robert's Rules)
- The Board is allowed to revise the By-Laws.
- A vacancy on the Advisory Council should be filled for the balance of the year/term, and the individual can then apply as a council member who is interested in continuing to serve.

Wayne Mifflin moved to accept the changes in the By-Laws and Don Uchida seconded the motion. Changes were approved.

Update Website

Marty has looked at the Adult Education website and indicated it is now in the process of being updated to be more "user friendly" for the directors and people trying to access information they need. Part of the update involves changing buttons on the home page, the Directors/Coordinators' section, updating resources

and programming options, etc. Her desire is to be "paperless" and have reports, the Policy and Procedure Manual, etc. available through the Adult Education website. It was suggested to incorporate a section for Adult Education Answers and Questions which included a form and directions for practitioners to submit future questions.

Marty shared an experience with DWS regarding the difficulty of using the Utahcares.com website and linking directly to Adult Education, and all of the sites that we offer. She is now working with the staff of 211 to get the link information fixed which will make it possible to have a direct link to us, and keep it updated with the 40 school sites and contact people.

DWS Council to Council

Marty reviewed the agenda and various sessions with the committee, indicating everyone was invited to attend (Provo Marriott) for the entire day. She requested Shauna to give an explanation regarding the WEEDA Committee. Shauna said it is a group that has met with all of the mandatory partners from the Workforce Investment Act. Shauna indicated that the successes made in trying to put together MOUs are now in place between Workforce Services and Rehabilitation, and Workforce Services and Adult Education. The WEEDA Committee is supposed to report back to the State Workforce Investment Board.

Certification & Licensing

In addressing James Andersen's question about an adult and alternative endorsement, Marty summarized several issues that she had discussed with Joan Patterson of the USOE Licensing Department. Reference was made to the Board Rule that says K-12 has to show a license to teach and the focus to be "highly qualified." Marty had asked if the requirements for adult educators were part of the K-12 licensing, and if it was an issue that they are not required to be "highly qualified?" Joan had indicated that right now teachers have to have a degree in order to issue credit, but do not have to have a license in a given subject matter for Adult Education.

Marty said there are states that have licensure in place, and in time, we may have the opportunity to look at licensure for our teachers. (It would be a gift to have much more creditability to what we do.) However direction from both Joan Patterson and Carol Lear, the USOE attorney, was that right now it seems best to leave the topic alone.

James indicated everyone who issues credit at Horizonte is licensed. He emphasized his Human Resource Department keeps asking him about the endorsement his teachers have, and he has been asking for Joan Patterson to address it. During considerable discussion the following issues were addressed:

- Credit for students that falls under K-12 alternative education will have to be issued by an alternative education teacher and not as an adult education teacher.
- The Board Rule for Adult Education says if they are teaching in a high school completion credit area, they have to have elementary or secondary certification. If it is below that, no certification is required.
- Alternative and adult education students being housed in the same building (Horizonte) makes it difficult for the Human Resource personnel in Salt Lake District..
- Superintendent Laing was working on an alternative endorsement three years ago but the opportunity is not presently available with the new superintendent, Patti Harrington.

James indicated to Marty and the Advisory Council that Salt Lake District was still going to push for an adult education endorsement. Marty responded that in time the window might be right to pursue it, but right now it seems best to leave it alone. (Sandi Grant looked up Rule 277 502 5 which indicated various areas in which a teacher should be licensed to teach adult education.) Marty stated the rules are interpreted differently by each superintendent.

UBSCT (Not on the Agenda)

Due to many ongoing questions and concerns regarding UBSCT, there was extensive discussion involving the various problems and rules that need to be considered for adult education. Marty indicated that Carol Lear is hoping to have enough support for amendments to the UBSCT Bill that somebody will make a new bill that talks about giving the State Board more latitude to address the rules for UBSCT and dealing with special situations such as adults and special education. A question about the Interim Committee was raised, and Marty said Mary left a message that the Interim Committee is meeting on November 9th and thinks that adult education will be on the agenda

There are numerous issues with UBSCT that need to be clarified for adult education programs. Some that were specifically highlighted in the discussion involved the difference of interpretation among district superintendents; determining what students are eligible to take the test; accessing the tests, various diplomas and levels, remedial options after failing, alternative tests, confusion for graduates of 2006, etc. Additional discussion also involved adult education students being accepted in higher education institutions, and Workforce Services wanting them to have high school diplomas but acknowledging there are a lot without them.

Marty encouraged members to ask their superintendents "how to handle the situation" and let them determine a method. Comment was made that they hope UBSCT is addressed at the November 9th Interim Committee or addressed early when the legislature meets.

UEN Updates

Nate Southerland referred to two documents with the committee regarding Distance Delivery Options. Time was given to review them and give input to Nate. He indicated there were two issues, one being how to engage students simultaneously leveraging the instructor resources, and second, how to deliver the instruction effectively to as many places as possible to promote access. It was mentioned that some options have greater flexibility in delivery, but there is a trade off between the number of people that can be reached and amount of access people have. Nate's desire was to find out which options would be best to pursue and will be taking this information to the Directors/Coordinators' Meeting in December.

Discussion involved various topics such as the necessity for technical assistance, the GED on TV and how many people are using it, the various schedules and classes offered, broadcast licenses and rights, renewal of rights, various delivery formats, the downloading of programs to computers for videos, and computer assisted instruction that incorporates software packages. In addition to the numerous items brought up, Nate received several responses for input:

- It was emphasized there should be a teacher at the sites to work with all adult education students; as they need more support and direction.
- Due to time delay, it would be ideal to combine a web stream with an on-line management system to enable people to talk back and forth.
- The on-line courses and taped versions have never gone over well with the students, they need a facilitator present.
- The adult education teachers need exposure and training to feel confident with their delivery format.

Suggested Funding Formula Changes

Jeff showed the Advisory Council several variations of the funding formula that had been presented at the Directors/Coordinators' Meeting. He summarized an activity of dividing people into four groups with a mix of rural, urban and suburban districts to review and discuss the different formulas.

He related the significance of each of the options to the existing formula to the committee, and brought attention to a map that was passed out showing the different sizes of large and small districts. One of the

examples he presented was forming a consortium of three small districts, (i.e., Cache, Logan and Rich) so they could be awarded more money to put into student services than into administration. The question was raised as to whether or not overhead would be reduced if the districts would act as a consortium and the answer was no. Considerable discussion developed from Jeff's proposal of a consortium and involved many questions, comments and funding variables. Emphasis was placed on finding ways to provide more cost effective or more efficient services to rural and small districts whether or not they were consolidated.

The general consensus of the committee was that the funding formula was fair even though a lot of districts had not benefited. It was advisable to redistribute the 5 percent but not reopen the whole formula. Jeff indicated if nothing was done, the existing formula would be in place; if changes were suggested there would need to be a Board Rule change which would necessitate getting on the on the Board agenda as soon as possible. However Jeff didn't expect an immediate decision and James indicated they had some time. It was strongly suggested to open this up for discussion at the next Directors/Coordinators Meeting to talk about the pros and cons.

Other:

Norman mentioned two issues of importance that he observed at the last Directors' meeting:

- Directors and coordinators were still missing the mark as to what the funding level is for small districts to at least provide the basic services to open the doors. He commented that the base funding needed to come up to something more reasonable for the smaller districts to provide services.
- People were interpreting differently what a level gain was. It needs to be clearly defined so that everybody is reporting equally.

Shauna asked for assistance with Even Start, and indicated she would like the Adult Education Advisory Council to serve as the Even Start Advisory Council but add a few members. James questioned whether or not a vote had to be taken, but comment was made that it was an invitation for participation. In support of Shauna's request, Marty explained that Even Start is supposed to be represented on the USOE NCLB Advisory Council but is nonfunctional because they keep canceling their meetings. Marty also requested the Adult Education Advisory Council to serve for the 21st Century Community Learning Centers Advisory Council as well.

Cindy reminded the committee that they were all invited to attend the UAACCE Conference being held on October 17 and 18 at the Hampton Inn in Ogden.

The Directors/Coordinators' Meeting is scheduled for December 7, 2005 at the Utah State Office of Education.

Future Agenda Items

Review the "Exact" results of the federal audit to determine where we are out compliance
Planning for the next Legislative Session

Adjournment

Nate Southerland motioned for the meeting to adjourn, and Suzette Hudson seconded.